



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
929-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

NOV 15 2021

SPECIAL ORDER:

No. 2021 - 632

SUBJECT: DESIGNATING MS. ALICIA N. CENAR AS SPECIAL DISBURSING OFFICER FOR THE NATIONAL VOLUNTEER MONTH CELEBRATION

In the interest of the service, Ms. Alicia N. Cenar of the Cashier Unit, General Services Division, is hereby designated as the Special Disbursing Officer (SDO) for the celebration of the National Volunteer Month on December 7, 2021.

As such, she is authorized to hold cash advance amounting to Three Hundred Thirty-Three Thousand Seven Hundred Eighty-Four Pesos (Php 333,784.00) chargeable against the funds of Strategic Communication and Initiatives Service (SCIS), to defray expenses relative to the said event. The said cash advance shall solely be used for the stated purpose and shall be liquidated when no longer needed.

The report of disbursement shall be immediately submitted to the Accounting Division for liquidation as soon as the purpose of the cash advance has been served in accordance with COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular No. 2009-002 and 2012-004 dated 18 May 2009 and 28 November 2012, respectively.

This order shall take effect immediately and shall automatically be revoked upon completion of the activity.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources, and Legislative Affairs

